

Service Coordination Board Meeting Summary

Date: 09 January 2013

Members in attendance:

	Member	In Attendance
AES	John Maclean	
	Geoff Pile	√
ASD	Michael Borland	√
	Ali Nassiri	
XSD	Mark Beno	√
	Jonathan Lang	√
	Chris Jacobsen	√
Upgrade Project	Tom Fornek	√
	Mohan Ramanathan	√

Secretary: Donna Ferguson

Also in attendance: S. Davey and R. Torres

Agenda

- Review of minutes for 12.12.12
- Review Current Status Sheet
- Hiring Updates
- Open discussion for new business

Meeting Summary

The meeting minutes from 12.12.12 were discussed and approved. Prior meeting minutes are still in draft form.

Action Items from 12.12.12 were discussed. The signed ERA for the Upgrade Project and Operations has ongoing issues to be sorted out. A compromise has been agreed upon between the IEX project and the Upgrade Project until the end of January. This may need to be revisited in a different forum.

The majority of the meeting was focused on discussing the APS Project Report Summary. This report can be accessed through the following links

Permanent URL: https://icmsdocs.aps.anl.gov/docs/ldcplg?ldcService=DISPLAY_URL&dDocName=APS_1432632

Native

file: https://icmsdocs.aps.anl.gov/docs/ldcplg?ldcService=GET_FILE&dID=328919&dDocName=APS_1432632&allowInterrupt=1

One goal is to get a more concise report suitable for presenting at the Division Director meetings. The timeline to accomplish reporting guidelines was discussed. Tentatively, project managers will be asked for data updates during the first 2 weeks of the month. During week 3 Rose Torres compiles the data

and the Service Coordination Board reviews. It is then presented at the Division Directors meeting. Actual hours versus predicted hours are starting to vary significantly. This was discussed for projects 481, 1176, 1373, 1374. SCU0 and SCU0' engineering effort were discussed.

New Action Items

1. Action Item: Finalize meeting minutes from prior meetings and update these on the web. [Davey] – Open
2. Action Item: Give presentation on Engineering Drawings Release process [Pile] – Closed
3. Action Item: Meet with Brian Rustoven in regards to allocation of resources [Pile & Fornek] – Closed
4. Action Item: Contact Francesco Di Carlo, to review and update plans for project 481 [Torres] – Closed
5. Action Item: Updates to APS Project Report Summary. [All to give to R. Torres]- Closed

Open Action Items

There are no open action items from the previous meeting.

From 12 December 2012 meeting:

1. Action Item: Distribute update Project Report Summary with information letters to Project Managers [Davey] –Closed.
2. Action Item: Update Tom Fornek as to the status of the designers currently assigned to the IEX Project for APS Upgrade availability [Pile] – Closed.
3. Update the APS Project Report Summary. All boxes where “approved service group can provide the effort” approved, highlight green [Davey]. - Closed
4. Items from XSD need to be entered into the system. [Torres] – Closed.

Agenda Topic Review of 12.12.12 Meeting Minutes

The meeting minutes for 12.12.12 were reviewed and approved. These will be posted to the web. The majority of previous meeting minutes are still in draft form. A few minor changes need to be incorporated. These will be finalized and posted.

Agenda Topic Review of Current Status Sheet

Actual hours versus predicted hours are starting to vary significantly. This was discussed for projects 481, 1176, 1373, 1374. SCU0 and SCU0' engineering effort were discussed.

Project 481

The scientist in charge resigned prior to the holidays. The original plan was populated with his estimates but need to be readdressed with Francesco Di Carlo as an acting project manager.

Project 1193.

Being concise and providing detail are both helpful. Currently this information is being used to mitigate IEX and Upgrade prioritization. There are manpower issues with hiring and training enough draftsmen. This has been noted in other projects as well.

The approval process for drawings was discussed. It has been streamlined and will roll out in the next few weeks.

Projects 1373 , 1374

It is well past the start date of the projects. All of the requested support staff has not been committed to this project. This could lead to delays.

SCUO, SCUO'

SCUO is being finished. A small amount of engineering effort is needed for O'. Does it make sense to keep these same engineers on the SCUO' project or send these engineers to another project?

Agenda Topic Hiring Updates

Due to time constraints, this item was not discussed.

New Business

There was no new business.